

CLASS TITLE:

**INTERDEPARTMENTAL
PROJECT MANAGER**

Class Code: 02665700

Pay Grade: 39A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To work with State agencies and/or organizations to strengthen cross-system collaboration and implement integrated services organization and delivery policies; to be responsible for several project development; to perform research, program evaluation, fiscal and policy analysis on various issues affecting consumers of human service programs; to initiate, plan, coordinate, supervise and review a continuous information educational and community relations program; to serve in a highly responsible communication capacity representing a number of state departments in their contact with state, local, public and media officials; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a department director or a consortium with considerable latitude for the exercise of initiative and independent judgement; assignments are subject to review for results obtained in adherence to established policies and procedures.

SUPERVISION EXERCISED: Supervision of staff specialists and position assigned to assist in the performance and execution of specific projects delegated by the director.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To work with State agencies and/or organizations to strengthen cross-system collaboration and implement integrated service organization and delivery policies.

To be responsible for special project development authorized and delegated by a director.

To perform research, fiscal and policy analysis on various issues affecting consumers of human service programs.

To serve in a highly responsible communications capacity representing a number of state departments in their contact with state, local, public and media officials.

To perform complex program analysis and evaluation of departmental services.

To research and write commentary on various issues affecting consumers of human service programs.

To resolve complaints or objections and to prepare reports on complex issues for consideration and decision by the director(s).

To be responsible for developing and maintaining a continuous coordinated effort in liaison with the general assembly, state agencies, general public, and media.

To be responsible for the development, implementation, and dissemination of newsletter specific to legislative changes and their impact.

To operate publishing, graphic, and financial computer programs required for specific projects.

To represent the director(s) as assigned in contacts with constituents and officials to explain specific policies and their impact.

To keep departmental officials informed of the director's decisions and recommendations on programs and policies.

To make frequent contact with departmental officials relative to decisions and recommendations on program and policy issues.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of projects management related to developing interdepartmental programs and services; a thorough knowledge of planning, budgeting and evaluation process and the ability to apply them in a human service system; a thorough knowledge of practices, procedures and protocols for press relations; the ability to research and prepare reports and recommendations for dissemination of policy information; a working knowledge of computers and communication technology; a thorough knowledge of, and the ability to, evaluate the attitudes and reactions of interested and affected groups and their demands and needs for information about the department's programs and objectives; and the ability to communicate effectively with a variety of constituents, state officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration or a related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position involving responsibility for the research, fiscal analysis and policy development and dissemination of information.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

NOTE: Appointments to this position are limited to a period of two (2) years, however appointment may be extended annually at the discretion of the Department Director.

Class Created: February 1, 1998

Editorial Review: 3/15/03